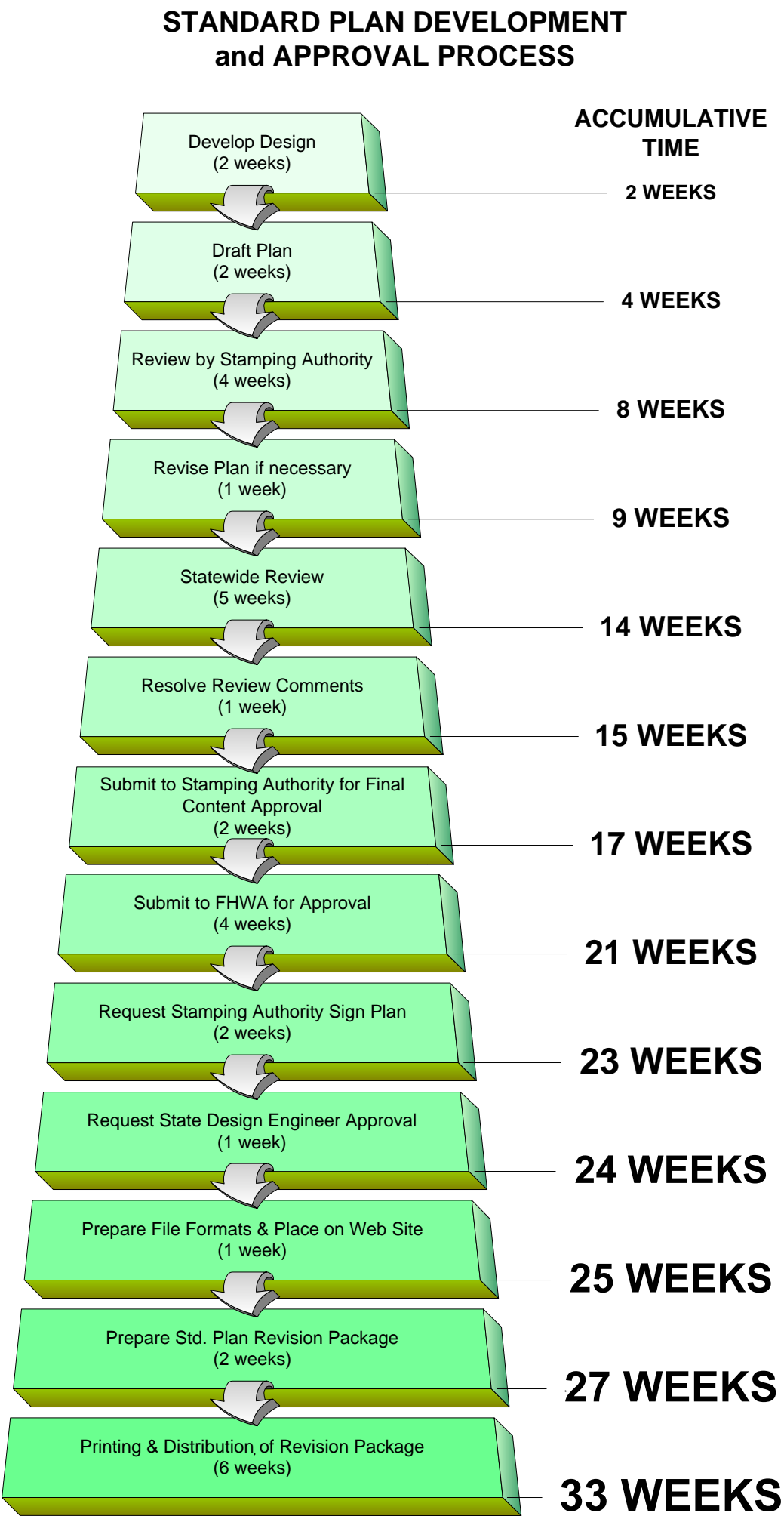# THE PROCESS

Standard plans are revised and new plans are added through a formal development and approval process. This process requires several reviews and on average; a new or revised plan takes about thirty-three weeks to reach the point where it can be published. As the following graphic illustrates, the actual drafting is a very small factor in the development of a standard plan. The largest portion of the process is the time required for the stamping authority, statewide, and FHWA reviews.

STANDARD PLAN DEVELOPMENT and APPROVAL PROCESS

ACCUMULATIVE TIME

Step	Accumulative Time
Develop Design (2 weeks)	**2 WEEKS**
Draft Plan (2 weeks)	**4 WEEKS**
Review by Stamping Authority (4 weeks)	**8 WEEKS**
Revise Plan if necessary (1 week)	**9 WEEKS**
Statewide Review (5 weeks)	**14 WEEKS**
Resolve Review Comments (1 week)	**15 WEEKS**
Submit to Stamping Authority for Final Content Approval (2 weeks)	**17 WEEKS**
Submit to FHWA for Approval (4 weeks)	**21 WEEKS**
Request Stamping Authority Sign Plan (2 weeks)	**23 WEEKS**
Request State Design Engineer Approval (1 week)	**24 WEEKS**
Prepare File Formats & Place on Web Site (1 week)	**25 WEEKS**
Prepare Std. Plan Revision Package (2 weeks)	**27 WEEKS**
Printing & Distribution of Revision Package (6 weeks)	**33 WEEKS**

At present the Design Standards Unit has scheduled work on several hundred standard plans (both revisions and additions). To manage such a work load and avoid the impression of "playing favorites", we have developed a prioritizing system that assigns "points" for various design and construction impacts, such as, changes in policy, federal mandates, and contract change orders. This priority listing is contained in EXCEL work sheets and is revised as needed to address new program directions and needs. It is not uncommon to receive requests for five or six new plans every month.

How are plans prioritized?

Where is my plan on the list?